

TOP 10 THINGS TO KNOW ABOUT MOBILE DEVICES

What:	<ul style="list-style-type: none">• Mobile devices include laptops, tablets, smart phones, slates and other portable computing devices.
Authorization:	<ul style="list-style-type: none">• A mobile device may be issued to you, based on your position description or the nature of the work you perform.
Conditions:	<ul style="list-style-type: none">• Approved, state-issued mobile devices are intended for work use only. Incidental personal use is permitted.• Do not change configurations on your mobile device, including, but not limited to, screen timeouts and geolocation features.• Never use text messaging to transmit sensitive information. If you receive sensitive information, delete it immediately.• Do not download applications or software unless they are from a verified carrier. This includes operating system updates. If you don't know the origin of an update, contact your IT department before you accept or acknowledge the update.
Custody:	<ul style="list-style-type: none">• Talk to your IT department about the proper disposal or reassignment of mobile devices to help prevent the loss or theft of sensitive data.
Precaution:	<ul style="list-style-type: none">• Maintain possession of your mobile device at all times. Consider using included cases, clips and holsters when possible. If necessary, store your mobile device in a locked space and out of sight.• Do not connect to unknown or unsecured Wi-Fi networks.• Never use your mobile device while driving.